

	Portales Police Department Standard Operating Procedure & Policy	SOP #	120.01
		Date Revised:	
		ADM. #	20.01
1700 N. Boston St. Portales NM, 88130	Inspectional Services	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

I. STATEMENT OF PURPOSE

The purpose of this policy is to establish guidelines for maintaining organizational control within the Department through line inspections. Each supervisory level within the Department is required to exercise supervisory control through frequent and routine inspections.

II. DEFINITION

Line inspection is defined as an objective and purposeful observation and evaluation of an activity, event, equipment or personnel within the direct chain of command of the inspecting supervisor.

III. RESPONSIBILITY

A. The Lieutenant of each division shall:

1. Make personal inspections of personnel and areas under their command both at frequent and irregular intervals;
2. Insure that briefings are held, if applicable, and that orders and necessary information are communicated;
3. Encourage supervisory punctuality and professional appearance of subordinate personnel;

B. Sergeants shall:

1. Make, at a minimum, quarterly documented inspections of their subordinates to insure they are properly uniformed, equipped and fit for duty;
2. Conduct quarterly inspections of property, equipment, activities and personnel;
3. Monitor the activities of subordinates to determine if duties, services to the public, orders and instructions are being properly, efficiently and effectively

performed;

- C. Training Officers shall conduct daily, documented inspections of recruits whom they are training to insure the recruits are being properly instructed in the use, care and maintenance of equipment and uniforms.

IV. PROCEDURES

- A. Routine line inspections are used to ascertain compliance with department policy regulating dress code, weapons, ammunition, equipment and vehicles. Supervisory personnel shall use the appropriate approved forms when conducting a line inspection. The following forms are approved for line inspections:
 - 1. Personnel Inspection
 - 2. Daily Observation Report (Recruit)
 - 3. Vehicle Inspection/Inventory
- B. Completed inspection sheets shall be forwarded to the appropriate Division Commander for review.
- C. Deficiencies that cannot be immediately corrected are subject to re-inspection within seven (7) days. Upon re-inspection, if the deficiencies still exist, the inspecting supervisor shall submit a memorandum to his/her immediate supervisor.

V. Staff Inspections

- A. The purpose of this policy is to establish guidelines for coordination of staff inspections. Staff inspections are conducted to insure an objective review of office facilities, property, equipment, personnel, administrative and operational activities outside the normal supervisory and line inspection procedures and assure compliance with applicable accreditation standards and Rules and Regulations. Staff inspections may be both formal and informal. Staff inspections are not an inspection of the staff members themselves, but an inspection of areas under their control and provided as a management tool.

VI. AUTHORITY

- A. Personnel are assigned by the Chief of Police and have full authority to discharge the duties necessary to conduct staff inspections.
- B. Officers assigned to conduct staff inspections shall be given access, for the purpose of inspection, to appropriate Department facilities, equipment and records.
- C. Personnel shall cooperate with and assist officers assigned to conduct staff inspections, recognizing that staff inspections are conducted under the authority of the Chief of Police.
- D. The Chief of Police may assign a specialist or an advisor to assist in the inspection, when its scope is technical in nature.

VII. FUNCTIONS AND PURPOSE OF STAFF INSPECTIONS

- A. The primary focus of staff inspections is upon policies and procedures and only incidentally on persons.
 - 1. Primary concern is to determine if established policies/procedures are being followed and in compliance with applicable accreditation standards is being maintained, not that a particular person may be performing improperly.
 - 2. Training, direction and discipline are the responsibility of the appropriate Division Commander.
- B. Staff inspections are conducted through the Department on a routine basis or as directed by the Chief of Police.
- C. The Chief of Police may request inspections and studies of the various areas of operation within the Department for the following purposes:
 - 1. To provide a primary means of exercising administrative control over delegated actions or activities through observations, determining if orders and instructions have been carried out in an effective and satisfactory manner;
 - 2. To insure that policies and procedures of the Department are understood and adhered to, and that policies and procedures are adequate and effective in achieving organizational goals and objectives;
 - 3. To provide information concerning the quality of service delivered and the effectiveness of the service;
 - 4. To provide observation and evaluation of the conduct, appearance and proficiency of Department personnel;
 - 5. To inform the Chief of Police if resources are being used properly and to the fullest extent;
 - 6. To provide determinations of whether resources are adequate for achieving the goals and objectives of the Department;
 - 7. To inform the Chief of Police of deficiencies in personnel, integrity, training, morale, supervision or policy;
 - 8. To reveal the existence of a specific need or requirement for change.

IV. FREQUENCY OF REQUIRED INSPECTIONS

- A. A staff inspection is conducted within each Division at least once a year. This inspection will include an analysis of workload and distribution of personnel.
- B. Line inspections are conducted every quarter.
- C. An annual inventory of found, recovered, evidentiary, and agency-owned property is conducted to ensure the integrity of the property control system.
- D. An annual staff inspection of formal grievances is conducted to serve as a management tool in determining office problems which must be addressed.
- E. An annual staff inspection of the written performance evaluation system is conducted.
- F. An unannounced annual inspection of evidence and property storage areas is conducted.
- G. Quarterly, random inspections of impounded narcotics are conducted to ensure seals are in place and do not show signs of tampering.
- H. An annual review of specialized assignments to determine whether they should be continued. This review will include a list of specialized assignments, a statement of purpose for each assignment, and an evaluation of the initial problem/condition which required the implementation of the specialized assignment.

V. INSPECTION PROCEDURE

A. Origination

- 1. Inspections are justified to, and approved by, the Chief of Police.
- 2. An inspection may be suggested or requested by any member of the Department upon submission of a memorandum via the chain of command to the Chief of Police, briefly stating the reasons for the requested inspection(s).

B. Pre-Inspection Notification

- 1. A written notice of a formal inspection shall be provided to the affected Division Commander not less than five (5) days prior to the inspection.

2. The memorandum indicates the nature of the inspection and may include a specific request for desired action, questions to be answered, documents to be produced, or other action necessary to complete the inspection.

C. Spot Check Inspection

1. Spot check inspections are conducted continuously on an unscheduled basis, requiring no advance notification.
2. If a spot check inspection reveals the need for a more comprehensive inspection, the pre-inspection notification shall be initiated prior to a formal inspection.

D. Post Inspection Activity

1. The officers conducting a formal staff inspection are responsible for the completion of a constructive report at the conclusion.
2. Credit or recognition should be given to the inspected division or organizational component and its personnel when found to be exemplary.
3. Recommendations for improvement may be made to the component's commanding officer in cases where it is within the authority of the commanding officer to effect the change.
4. When possible, reports should be discussed with the affected Division Commander prior to finalization.
5. The completed report is submitted to the Chief of Police and other distribution is at the discretion of the Chief.

E. Follow-Up Inspections

At prescribed time intervals following the initial inspection, inspectors may be directed by the Chief of Police to conduct follow-up inspections and report on the progress of the implementation of recommended changes.

F. Types of inspections which may be conducted

1. Personnel
 - a. Appearance
 - b. Job performance
2. Operations
 - a. Facilities and equipment condition
 - b. Investigative techniques

- c. Communications discipline
 - d. Incident response time
 - e. Quality of service
 - f. Report preparation and records
 - g. Briefings
 - h. Supervision and command
 - i. Court appearance and presentation
 - j. Selectivity of enforcement
 - k. Manpower scheduling and deployment
- 3. Administration
 - a. Cooperation with other components or agencies
 - b. Manpower utilization
 - c. Control of overtime
 - d. Compliance with established procedures, accreditation standards, and law.
- 4. The Chief of Police may order other inspections and/or officers assigned to conduct staff inspections may conduct spot check inspections of an organizational component, procedure or condition which does not appear to be functioning properly.

VI. RESPONSE TO INSPECTION FINDINGS

- A. Staff Inspection Reports are thoroughly reviewed and appraised by the Chief of Police as a matter of policy.
- B. The report is forwarded through the concerned Division Commander to the affected Sergeant for review and response.
- C. The sergeant of the affected division prepares a response to each of the recommendations contained in the report.
 - 1. The response is completed and returned to the Chief within 30 days of receipt of the report.
 - 2. The sergeant preparing the report ensures that copies of the response are provided to concerned Division Commanders.
- D. Contested issues regarding inspection findings or recommendations should be resolved by the affected Division Commander and the Sergeant. Issues that cannot be resolved shall be resolved by the Chief of Police.
- E. The Sergeant is responsible for ensuring implementation of approved recommendations.

- F. The completed inspection report, including the response and any follow-up reports are maintained on file in the Accreditation Office.